



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

June 20, 2014

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement ("DOP"), a proposal for **FC-7384, Third Party Billing Services on behalf of the Atlanta Fire and Rescue Department ("AFRD")**. The City is soliciting proposals from qualified firms to provide the following service:

The City of Atlanta (the "City"), Department of Procurement ("DOP") on behalf of the AFRD is seeking a qualified firm to provide third party billing services.

A **Pre-Proposal Conference** will be held on **Tuesday, July 1, 2014, at 11:00 a.m.**, at the DOP's Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the AFRD, Ethics Office, Office of Contract Compliance and Risk Management in attendance at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

Your response to this Request for Proposals will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m., Wednesday, July 16, 2014.**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Proponents' names will be read publicly at 2:01 p. m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

This Proposal is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

Request for Proposals

FC-7384, Third Party Billing Services on behalf of the AFRD

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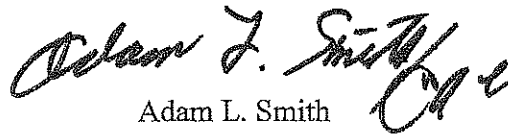
You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Mr. Art Smalls, Contracting Officer, at asmalls@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$50.00 per package, beginning on Friday, June 20, 2014.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,


Adam L. Smith